

# **Interagency Committee of State Employed Women**



## **2005-06 Business Plan**

September 30, 2005

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# Background

## ***History***

The Interagency Committee of State Employed Women has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a '90s focus to an effort that began in the '60s. The committee's name was changed to the Interagency Committee of State Employed Women (ICSEW) and it was expanded to include members from institutions of higher education and the judicial system.

This committee has been involved in studying issues and advising Washington State Governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Disseminating information and educational opportunities to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*; workshop opportunities; and state conferences. Conferences are targeted to be biennial events, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service in the form of drives to collect items such as clothing, school supplies, foster care-needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted the annual Take Our Daughters and Sons to Work Day event from 1999 through 2005 in conjunction with the Ms. Foundation's national event and, in 2004, provided information for state agencies to host their own events. The 2005 event was hosted in conjunction with the Office of the Governor and was a statewide event at the Capitol.

In the past, agencies that did not meet the minimum criteria of 25 female employees were allowed to have one informal member participate in and receive information from the ICSEW. A new executive order is being reviewed and would allow those participants to be appointed members. Alternates and informal members do not have voting privileges to ensure continuation of the "representative" status of the committee.

## ***Purpose***

The purpose of the ICSEW is to enhance working conditions for state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

## ***The Committee***

The ICSEW has 48 members representing 47 of the state's 120 agencies. Each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. In addition to the subcommittee chairs, the Executive Board includes Dianna Gifford, Chair (Department of Natural Resources); Julia Ojard, Vice Chair (Washington Utilities and Transportation Commission); Janice Flaherty, Secretary (Office of the Attorney General); and Ethel Smith, Treasurer (Office of the Insurance Commissioner).

## ***Subcommittees***

- Communications: The Communications Committee provides communication to state employed women by publishing the *InterAct*, its bi-monthly newsletter, and coordinates the committee's Web site found at: <http://www.icsew.wa.gov>
- Conference: The Conference Committee is responsible for all aspects of planning ICSEW conferences.
- Education: The Education Committee provides educational opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness: The Health and Wellness Committee researches and provides information through the *InterAct* and workshops on health and wellness issues affecting state employed women.
- History: The History Committee keeps archives of committee information and provides historical retrospectives through the *InterAct*.
- Membership: The Membership Committee keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Promotional and Career Opportunities: The Promotional and Career Opportunities Committee (PCOC) provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.
- Personnel System Reform: The Personnel System Reform Committee (PSR), on behalf of state employed women, reviews all proposed implementation plans and rules and will respond to the proposing agency or director's office as appropriate. In addition, it communicates impacts and implications of personnel system reform to all state employees through articles in the *InterAct*, presentations at membership meetings, and dissemination of information to all state employees via their respective representatives.
- Take Our Daughters and Sons to Work Day: The Take Our Daughters and Sons to Work Day Committee (TODSTWD) provides information on this important event to all state agencies and employees.

## **Committee Goals for 2005-06**

Last business year the ICSEW easily met its goal to become more politically proactive. Along those lines, the committee will vote whether to continue the Personnel System Reform Ad Hoc Committee.

The ICSEW will continue to work toward marketing itself to agency executive staff and all state employees. The past year has seen an increase in the number of members and improved attendance. This can, in part, be attributed to a more focused purpose and demonstrated benefit to all state employees. The ICSEW will update its bylaws to parallel the new executive order when it is finalized. The committee will continue to work on issues imperative to the professional lives of state employees and provide detailed information on the work it is doing. It will continue to proactively solicit agencies to fill vacant committee spots with assistance from the Office of the Governor.

## Communications

<b>Committee Chair:</b>	Lonnie Peterson (Washington State Board of Health)
<b>Committee Vice Chair:</b>	Patricia Thronson (Department of Information Services)
<b>Committee Members:</b>	Marilyn Hanna (Department of Health), Maria Rosario-Saavedra (Department of Corrections), Linda Watson (Department of Retirement Systems), Kelly Stowe (Department of Transportation), and Janet Merz (Washington School for the Blind).
<b>Committee Goal:</b>	To improve and broaden communications to all state employees and act as an information clearinghouse for state employees.

The Communications Committee is proactively working toward better and timelier management of Web site content with the help of two Web Developers. The committee plans to send each Web Developer to one training per business year. The committee is no longer publishing the *InterAct* in the *FTE News Magazine*, which will provide a cost savings of \$3,428.00 40 per business year. The *InterAct* is distributed via the ICSEW Web site, the ICSEW Listserv®, and the Washington State Library.

## Conference

<b>Committee Chair:</b>	Melissa Beard (Washington Traffic Safety Commission)
<b>Committee Members:</b>	Janice Flaherty (Office of the Attorney General), Julia Ojard, (Washington Utilities and Transportation Commission), Diana McCrucheon (Office of Administrative Hearings), and Darla Bauknecht (Eastern Washington University), Joanne Grale (Gambling Commission), Jean Vanni (Department of Ecology), Connie Riker (Department of Personnel), Sue Brown (General Administration), Julia Lynden (Department of Information Services), Roxanne Lowe (Office of Financial Management), Patricia Thronson (Department of Information Services).
<b>Committee Mission:</b>	To provide a forum in which working women at all levels can explore imaginative ideas and adopt innovative techniques to help them rise to new levels of responsibility, recognition, and reward.

The Conference Committee is planning the May 2006 ICSEW Conference, which will be held in Kennewick, Washington at the Three Rivers Convention Center. The theme is "Today's

Women, Today's Leaders" and has three tracks, Communication, Health and Wellness, and Professional Development. In addition to planning the conference, the committee will solicit county chambers of Commerce, in addition to other businesses, throughout the state for donations of baskets for the silent auction. The baskets will be used as centerpieces, door prizes, and/or auction items. The income gained will be donated to a charitable organization in the Tri-Cities area.

## **Education**

**Committee Chair:** Kindra Benavidez (Department of Social and Health Services)  
**Committee Vice Chair:** Ann McCay (Department of Services for the Blind)  
**Committee Members:** Jamie Mullinex (Department of Community, Trade, and Economic Development), Susan Herr (Department of Financial Institutions), Julie Japhat (Higher Education Coordinating Board), Lt. Karen DeWitt (Washington State Patrol), Tracie Hagy (Department of Veterans Affairs), and Sherri Clarke (Washington State Parks and Recreation).

The Education Committee continues to work to bring quality education and training opportunities to state employed individuals. This year the committee will develop and maintain the committee's budget by establishing a check and balance system for registrations managed by individual vendors. It will explore options for a better registration system. The committee plans to document processes for education communications such as, how to get items posted to the ICSEW Web site and to whom announcements and information should be sent.

## **Health and Wellness**

**Committee Chair:** Jan Ward Olmstead (Health Care Authority)  
**Committee Members:** Robyn Bradshaw (The Evergreen State College), Sue Brown (Department of General Administration), Tracie Hagy (Department of Veterans Affairs), Evelyn Harris (Department of Licensing), Sandy Machado (State Investment Board), Connie Nabors (Health Care Authority), Lezlie Perrin (Department of Labor and Industries), Ingrid Pharris (Office of the Secretary of State), Julie Sjolholm (State Gambling Commission), and Melanie Saunders (Department of Ecology).  
**Committee Goal:** To expand knowledge of health and wellness with an emphasis on holistic health and promote healthy behaviors to maintain a balance through the journey of our lives.

The Health and Wellness Committee continues to work toward increasing the overall wellness of state employees through information sharing and activities. To continue improving collaboration between agencies it will update and distribute a list of health and wellness agency coordinators. The committee will explore partnership opportunities to distribute health and wellness information. It will participate in awareness events for specific health issues in

conjunction with national and state events, such as Breast Cancer Awareness Month. The committee will collaborate with the Conference Committee to coordinate a Washington State Women's Health Day event at the conference during National Women's Health Week.

## History

**Committee Chair:** Michelle Lucero (Department of Agriculture)

The History Committee works toward keeping an accurate historical account of the ICSEW's contribution to state government. The committee continues to sort through existing ICSEW documentation, which will be added to the current inventory and archive. The inventory will be used to identify gaps in information. The committee will develop a system of capturing events and accomplishments and continue to add to the living historical written document. The committee will additionally research new storage options to include the feasibility of scanning materials for electronic storage and use of the State Records Center. Further, the History Committee will provide historical retrospectives of the ICSEW through *InterAct* articles and presentations to the general membership.

## Membership

**Committee Co-Chair:** Wendy Voss (Office of the State Auditor)

**Committee Co-Chair:** Maria Rosario-Saavedra (Department of Corrections)

**Committee Members:** Lillian Austin (Office of the Governor), Mary Davis (Pierce College), Lezlie Perrin (Department of Labor and Industries), and Carole Rucker (Pierce College).

The Membership Committee has many responsibilities including coordinating and maintaining accurate information regarding the membership of all ICSEW committee members and organizing general membership meetings. The committee has also identified a need to increase networking opportunities for the membership and will develop a Networking Guide, a membership roster that contains expanded member information. In addition, the committee will provide teambuilding activities at general membership meetings. The committee will also develop a mentoring program to help new ICSEW members more easily define their roles.

## Promotional and Career Opportunities

**Committee Chair:** Sandra Kinoshita (Department of Corrections)

**Committee Vice Chair:** Carolyn Bernard (Employment Security Department)

**Committee Members:** Pam Johnson (Department of Licensing), Lori Nesmith (Department of Social and Health Services), DelRae Oderman, (State Board for Community and Technical Colleges), and Kim Sauer (Liquor Control Board).

**Committee Goal:** To provide ICSEW members information on how to grow their careers, seek and obtain the jobs of their choice, lead successful business and personal lives, and work effectively using the new personnel system.

The Promotional and Career Opportunities Committee (PCOC) will review the results of the needs assessment survey conducted in 2005 to identify what tools and educational opportunities are needed to assist state employees in career progression. Information from the survey will be used to target subjects for articles in the *InterAct* newsletter and educational brochures. The committee will work with the Education Committee to develop two workshop opportunities.

### **Personnel System Reform (PSR)**

**Committee Chair:** Connie Riker (Office of the Attorney General)  
**Committee Members:** Sara LaBorde (Department of Fish and Wildlife), Diane Criswell (Department of Revenue), and Michelle Lucero (Department of Agriculture).

The PSR Committee was newly adopted as an Ad Hoc Committee for the ICSEW in September 2004 with two goals in mind: (1) to provide ICSEW members and state employed women with information on how civil service reform will affect them by providing the facts and the impacts and (2) to make recommendations to the ICSEW regarding whether the committee should take a position on proposed changes or implementation plans with the intention of advising the Governor or the Department of Personnel on impacts or recommendations.

### **Take Our Daughters and Sons to Work Day (TODSTWD)**

**Committee Chair:** Misty Ross (Department of Social and Health Services)  
**Committee Members:** Wendy Voss (Office of the State Auditor), Kristin Collins (Office of Superintendent of Public Instruction), and Lonnie Peterson (Washington State Board of Health).

The TODSTWD Committee will work to provide information on this important event to all state agencies. It will work toward providing opportunities for agencies to collaborate and coordinate events by compiling a list of agency TODSTWD coordinators and facilitating communication among those identified. The committee will collaborate with General Administration Visitors Services and the Governor's office to hold a statewide event.



# Appendix 1 – Membership Roster

Title	Last Name	First Name	Term Expires	Phone
Administrative Hearings , Office of	McCutcheon	Diana	2007	360-586-4023
Administrative Hearings , Office of	VanDeBrake	Pam		
Agriculture, Department of	Lucero	Michelle	2007	360-902-1875
Attorney General, Office of the	Flaherty	Janice	2006	360-459-6600
Attorney General, Office of the	Riker	Connie		360-438-8692
Central Washington University	Sleigh-Layman	Staci	2007	509-963-2205
Community, Trade, and Economic Development Department of	Mullenix	Jamie	2006	360-725-2653
Corrections, Department of	Kinoshita	Sandra	2007	360-753-6193
Corrections, Department of	Rosario-Saavedra	Maria	2006	360-753-2500
Eastern Washington University	Bauknecht	Darla	2007	
Ecology, Department of	Saunders	Melanie		
Ecology, Department of	Vanni	Jean	2007	509-372-7930
Employment Security Department	Benard	Carolyn	2007	360-438-3139
Evergreen State College, The	Bradshaw	Robyn	2006	360-867-6365
Financial Institutions, Department of	Herr	Susan	2007	360-902-0518
Financial Management, Office of	Lowe	Roxanne	2007	360-902-9803
Gambling Commission, Washington State	Graley	Joanne	2006	360-486-3499
Gambling Commission, Washington State	Sjoholm	Julie		360-486-3552
General Administration, Department of	Brown	Sue		360-902-7211
General Administration, Department of	Wilson	Kirsten	2007	
Governor, Office of the	Austin	Lillian	2006	360-902-0481
Health Care Authority	Olmstead	Jan Ward	2006	360-923-2803
Health, Department of	Hanna	Marilyn	2007	360-236-3505
Health, Department of	Peterson	Lonnie		360-236-3928
Higher Education Coordinating Board	Japhet	Julie		360-753-7840
Higher Education Coordinating Board				
Human Rights Commission	Ralph	Debbie		
Industrial Insurance Appeals, Board of	Parker	Beth	2007	
Information Services, Department of	Lynden	Julia	2007	360-725-5212
Information Services, Department of	Thronson	Patricia		
Insurance Commissioner, Office of the	Smith	Ethel	2007	
Investment Board, State	Machado	Sandra	2006	360-956-4722
Labor and Industries, Department of	Perrin	Lezlie	2006	
Licensing, Department of	Johnson	Pam		360-902-4046
Licensing, Department of	Smith	Ethel		
Liquor Control Board	Sauer	Kim	2007	360-664-1627
Lottery Commission	Bowers	Diane	2007	360-663-4805
Natural Resources, Department of	Gifford	Dianna	2007	360-902-1134
Parks and Recreation Commission, State	Clarke	Sherri	2005	360-902-8569
Pierce College	Davis	Mary	2007	253-964-6680
Pierce College	Rucker	Carole		253-588-5281
Retirement Systems, Department of	Meyers	Cheryl	2006	360-664-7310
Retirement Systems, Department of	Watson	Linda	2006	360-664-7983

Title	Last Name	First Name	Term Expires	Phone
Revenue, Department of	Criswell	Diane	2007	360-570-6120
School for the Blind, State	Merz	Janet	2007	360-696-6321
Secretary of State, Office of the	King	Norma		360-704-5239
Secretary of State, Office of the	Pharris	Ingrid	2007	360-902-4151
Sentencing Guidelines Commission	Ditton Henzel	Paula		360-956-2134
Services for the Blind, Department of	McCay	Ann	2006	206-721-6492
Social and Health Services, Department of	Benavidez	Kindra	2007	360-725-4567
Social and Health Services, Department of	Nesmith	Lori	2007	360 -40-3434
Social and Health Services, Department of	Ross	Misty	2007	509-736-2896
State Auditor, Office of the	Melendez	Annykay		360-586-2273
State Auditor, Office of the	Voss	Wendy	2007	
State Board for Community and Technical Colleges	Oderman	DelRae	2007	360-704-4309
State Patrol, Washington	DeWitt	Lt. Karen	2007	360-753-2191
Superintendent of Public Instruction, Office of	Collins	Kristin	2007	360-725-6270
Superintendent of Public Instruction, Office of	Sande	Kathleen		360-725-6046
Traffic Safety Commission, Washington	Beard	Melissa		360-586-3348
Transportation, Department of	Stowe	Kelly		
Transportation, Department of	Waters	Mia		206-440-4541
Utilities and Transportation Commission	Holman	Susan		360-664-1243
Utilities and Transportation Commission	Ojard	Julia	2007	360-664-1301
Veterans Affairs, Department of	Hagy	Tracie	2007	360-895-4709
Washington State University	Love	Deborah		509-335-8288

\* A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

Appendix 2 – 2005-06 Budget

ICSEW Annual Budget Business Year 2005-2006

<b>Cash on Hand, July 1, 2005</b>			\$48,029.75
Estimate Income			
Event Fees	\$ 85,500.00		
Less: Event Costs	(82,920.00)		
Event Revenue		2,580.00	
<b>Total Estimated Income</b>			
Estimated Expenditures			
<b>Administrative</b>			
Recognition	\$ 480.00		
Speakers	500.00		
Supplies	700.00		
<b>Total</b>		\$ (1,680.00)	
<b>Communications</b>			
Listserv	\$ 420.00		
Training	520.00		
Website Hosting	720.00		
<b>Total</b>		\$ (1,660.00)	
<b>Membership</b>			
General Meeting Costs (Refreshments)	\$ 650.00		
Logo, new ICSEW	1,000.00		
Networking Guide	500.00		
Transition Meeting	2,400.00		
<b>Total</b>		\$ (4,500.00)	
History			
Refreshments	\$ 50.00		
<b>Total</b>		\$ (50.00)	
PCOC			
<b>Total</b>	\$ 225.00	\$ (225.00)	
Health & Wellness			
Events Fees	\$ 200.00		
Hosted Event Costs	550.00		
<b>Total</b>		\$ (750.00)	
Personnel System Reform			
Printing/meeting	\$ 100.00		
<b>Total</b>		\$ (100.00)	
Conference			
Travel (site visits)	\$ 145.00		
<b>Total</b>		\$ (145.00)	
Total			
Total Estimated Expenditures		\$(9,110.00)	
Total Estimates Profit/(Loss)		\$(6,530.00)	
<b>Estimated Ending Cash Balance</b>			<b>\$41,499.75</b>

## Appendix 3 – Bylaws (Adopted September 9, 2003)



### **BYLAWS**

#### **Article I - Name**

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as ICSEW).

#### **Article II - Purpose**

The major focus of the Committee shall be to enhance working conditions and employment opportunities for women in state government. This will be accomplished by:

- Advising the Governor and state management of policies, procedures, regulations, and legislation requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training, and career development; and
- Communicating with and for women as state employees; and
- Identifying and addressing legal, health, social, economic, diversity, and political issues.

#### **Article III - Membership**

The Governor shall appoint one agency representative for a two-year period from each state agency and four-year institution of higher education employing not less than 25 women, and the appropriate number of representatives to be designated by the State Board for Community College Education on behalf of the Community College System. Agency Directors are responsible for providing the Governor with candidates for the agency representative. Agencies of institutions employing more than 2,000 women shall have one representative for every 2,000 women employed. Terms are staggered to ensure continuity.

A position is vacated when an agency representative notifies the Governor's office of a resignation or when the Executive Board recommends removal of a representative to the Governor's office. The ICSEW Membership Chair will notify the Governor's office of any resignations. The Governor shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position.

Each representative appointed to the ICSEW shall attend the six meetings annually. If unable to do so, the representative shall provide prior notice to the Membership Chair and may send an alternate.

Agency directors may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor appointed agency representatives are eligible to vote. The alternate may vote in the absence of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

#### **Article IV - Attendance**

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year. Representatives with two consecutive excused absences in a calendar year, will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

#### **Article V- Executive Board**

The Governor shall appoint the Chair and Staff Liaison.

The Chair shall appoint: a Vice Chair, a Secretary, a Treasurer, and select the Standing Committee Chairs. The Chair shall appoint Ad Hoc Committee Chairs as necessary. The Chair, Vice Chair, Secretary, Treasurer, and the Standing and Ad Hoc Committee Chairs will serve as the Executive Board to the ICSEW. Any agency representative or alternate is eligible to serve on the Executive Board. Alternates may sit on the Executive Board provided there is a 2/3 majority of appointed members on the board.

The Chair shall: conduct all meetings of the ICSEW; communicate adopted recommendations to the Governor; make additional appointments to the ICSEW Executive Board as necessary; serve as the designated spokesperson in any forum; submit an annual report to the Governor; and perform other duties as needed to further the purpose of the ICSEW.

The Vice Chair shall: coordinate Standing and Ad Hoc Committee activities with the chairs; arrange for, and introduce, speakers for the programs presented at ICSEW bi-monthly meetings; preside at meetings in the absence of the Chair; and perform other duties as needed to further the purpose of the ICSEW.

The Treasurer shall produce the committee budget, track committee expenditures and revenues, and provide information on the financial status of the committee at general meetings or as requested.

The Secretary shall: keep accurate minutes of all ICSEW meetings and prepare correspondence as requested by the Chair or Vice Chair; and ensure all documentation created by and for the ICSEW is made publicly available

The Standing and Ad Hoc Committee Chairs(s) shall: call Standing and Ad Hoc Committee meetings as needed; represent the Standing and Ad Hoc Committee as a member of the Executive Board; submit Standing and Ad Hoc Committee recommendations to the ICSEW membership for action; prepare and submit an annual report to the membership on behalf of the Standing and Ad Hoc Committees.

## **VI – Committees**

ICSEW has five Standing Committees: Communications, Education, Conference, History and Membership.

The Communications Committee shall ensure the continued availability and communication of information regarding the ICSEW and issues through media, including but not limited to, the *InterAct* and ICSEW website.

The Education Committee shall research and identify education needs and provide education through means including, but not limited to, workshops, *InterAct* articles, and the ICSEW website.

The Conference Committee shall plan and coordinate the ICSEW conference including, but not limited to, identifying location, theme, dates, budget, and speakers. The Conference Committee shall work with the ICSEW Chair, Treasurer, Communications Chair, and Education Chair to ensure continuity in ICSEW activities and planning.

The History Committee shall keep an archive of ICSEW related materials and documents and provide occasional historical retrospectives as appropriate through means such as, but not limited to, ICSEW meetings and events, *InterAct* articles, and the ICSEW website.

The Membership Committee shall monitor membership, attendance, and agency representation as well as plan general membership meetings. In addition, the Membership Committee shall work toward strengthening the membership through appropriate activities including, but not limited to, providing networking opportunities and the membership roster.

Ad Hoc Committees are reflective of the issues voted and agreed upon by the membership or are appointed or abolished by the Chair under special circumstances. Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women.

## **Article VII - Funding**

The ICSEW shall have the authority to receive gifts, grants, and endowments from public or private sources to be used for the benefit of the Committee and expend any income therefrom according to the terms of such gifts, grants, or endowments. The Treasurer shall oversee and administer ICSEW funds.

## **Article VIII - Meetings**

The ICSEW will meet bi-monthly. The specific month, day, and time will be determined annually by the Chair. An emergency meeting may be called at the discretion of the Chair or at the request of six members; the purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

## **Article IX- Amendments**

The bylaws may be amended by a two-thirds vote of the membership provided the amendment is proposed by a member, submitted in writing, and distributed either electronically or by paper, to the membership at least fourteen calendar days prior to a regularly scheduled meeting.

## **Article X- Quorum**

Fifty-one percent of the membership shall constitute a quorum for action. Fourteen calendar days notice prior to a regularly scheduled meeting will be provided to the membership, and distributed either electronically or by paper, if voting action will take place. Each representative shall have one vote. A representative who is unable to attend a bi-monthly meeting may send an alternate to the meeting. The alternate may vote in place of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

## **Article XI - Parliamentary Procedures**

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for ICSEW.

## **XII – Definitions**

**Ad Hoc Committees** – Committees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.

**Agency Representative (Representative)** - A member appointed by the Governor for a set term to represent one agency. Agency representatives have full membership rights including the right to vote on items raised for vote to the ICSEW membership.

**Alternate** – A member identified by the Agency Director as an alternate to the agency representative. Alternates have membership rights to serve on committees and participate in ICSEW activities. Alternates do not have voting privileges unless bestowed by the agency representative by a signed proxy.

**Executive Board (Board)** – The collective body of board members including the ICSEW Chair, Vice Chair, Secretary, Treasurer, Standing Committee Chairs, and Ad Hoc Committee Chairs.

**Member** – Any agency representative or alternate.

**Standing Committee** – A Committee that supports the ongoing operation of the ICSEW.

**Unexcused Absence** – Any agency representative who does not attend a regularly scheduled membership meeting and fails to notify the Membership Chair with good cause will be considered unexcused from that meeting.